

Workforce Development Board
Executive Committee Minutes
December 11, 2018

The Executive Committee of the Workforce Development Board of Western Missouri, Inc. met at 1:00 p.m. on Wednesday, December 11, 2018 at the Workforce Development Board Office located at 150 South Limit Avenue, Suite 300, Sedalia, Missouri.

Executive Committee members present were Gabe Jones, Kim Kendrick, Randy Lee, Cosslett Moore and Laura Wallen. WDB staff present were Linda Kirk and Missy Eidson.

It was determined a quorum was present.

Ms. Kim Kendrick called the meeting to order and asked for a motion to approve the agenda as presented. Mr. Randy Lee made a motion to approve the agenda. Ms. Laura Wallen seconded the motion. The motion carried.

Ms. Kendrick asked for a motion to approve the minutes from the October 24, 2018 Executive Committee meeting. Mr. Cosslett Moore made a motion to approve the minutes. Mr. Gabe Jones seconded the motion. The motion carried.

Connection Site Updates: Ms. Linda Kirk gave an update regarding the West Central Region's Connection Sites. The Functional Leaders will provide Linda with a list of sites they feel to be most beneficial to the areas they serve. The number of sites will be scaled back to ensure consistent coverage for the remaining locations.

Sector Strategies: Ms. Linda Kirk spoke about the meetings held with the Healthcare Sector and the Agriculture/AgriBusiness Sector. The Healthcare group is being coordinated by Jill Williams who represents the Missouri Hospital Assoc. A meeting was held in November at Golden Valley Memorial Hospital in Clinton. Speakers were Roberta Carson from DESE who spoke about Teacher Externships in Health Careers and Linda Kirk spoke about the Workforce Innovation and Opportunity Act funding.

Ms. Kirk met with UCM Ag faculty and ag-related companies last month in Warrensburg. Representatives from Tyson, Cargill, Con-Agra, Rose Acre Farms and US Bank were in attendance. Discussion centered on how UCM faculty can utilize the companies as a sounding board for curriculum development, guest speakers in the classroom and as possible internship sites as the students prepare to graduate. The group also spoke about sponsoring a job fair in the spring.

Vice Chair / Personnel and Nominating Chair: Mr. Randy Lee made a motion to dissolve the Personnel and Nominating Committee due to a lack of business for the committee to discuss on a regular basis. The Chairperson of the WDB will appoint board members to a group who will prepare a slate of officers as needed. Ms. Laura Wallen seconded the motion. The motion carried. Mr. Randy Lee made a motion to add the position of "Second Vice Chair" to the Executive Committee Officers to replace the position that would have previously been held by the Chair of Personnel and Nominating. Mr. Gabe Jones seconded the motion. The motion carried. A discussion was also held to fill the current vacancy of the Vice Chair position. Board office staff will contact board members to find out if they have interest in filling the position and also staff will begin working on a revised draft of the current By-Laws to support

the changes voted on by the committee. The revision will be sent to the Executive Committee for review prior to being sent to the Full Board members for vote at the January 2019 meeting.

WIOA Program Transition: Ms. Linda Kirk reported on the upcoming changes that will be implemented at the WDB when the Preferred Family Healthcare contracts change from full contracts to staffing only contracts on January 1, 2019. Ms. Missy Eidson discussed the additional fee proposed by Wilson Toellner due to the increase in accounting duties related to the change in contracts. The Executive Committee felt the fees were reasonable and accepted the request for an increase of \$1,000 in accounting expenses per month.

Staff Holiday: Mr. Cosslett Moore made a motion to allow WDB staff one day off to be used by March 31, 2019 as a holiday gift. Ms. Laura Wallen seconded the motion. The motion carried.

HSA Deductible: A discussion was held to clarify how HSA deductibles would be paid out to WDB employees. It was decided that HSA account contributions would be prorated by the month of hire during the first year of employment.

Miscellaneous: Ms. Linda Kirk explained she had received a draft copy of the annual audit conducted by Cochran, Head, Vick and Co. and no issues or concerns were found.

Ms. Kim Kendrick asked for a motion to adjourn the meeting. Mr. Randy Lee made a motion to adjourn. Mr. Cosslett Moore seconded the motion. The motion carried.